

# CGS DEMOCRATS MEMBER INVOLVEMENT

These are ongoing club needs, please take on a role for the remaining calendar year.

## Meeting location arrangement

At least 6 weeks in advance, arrange for our monthly meeting location, the 3rd Thursday of the month. The location must be in the CGS area and wheelchair accessible.

1 member needed \_\_\_\_\_

## Media notification

At least 2 weeks in advance, e-mail our news advisories to our media contact list. News advisories and press releases will be given to you in PDF form.

1 member needed \_\_\_\_\_

## Agendas, sign-in sheets, printing

Sign up only if you have access to a copier for FREE. Documents will be provided in PDF form.

1 member needed \_\_\_\_\_

## Greeter/Follow Up

Greet and sign in all visitors and members at club meetings. Call or e-mail visitors and new members to insure information accuracy. Add contacts to Constant Contact, our e-mail system.

2 members needed \_\_\_\_\_

## Community events researcher

Determine which upcoming city events may benefit from our club's involvement and which may benefit our club. Present the event to the club for a vote. Sign up our club.

1 member needed \_\_\_\_\_

## Webmaster

Use your HTML and XML knowledge to update Website's home page, calendar, documents, etc.

1 member needed \_\_\_\_\_

## Historian

Compile TV reports and newsprint clippings, retaining an additional copy for the MCD historian.

1 member needed \_\_\_\_\_

## Executive committee

Strategize for our meetings and events. Determine the direction our club will take.

4+ members needed \_\_\_\_\_